# Script for Explaining the Icons
on the Home Page of Performance Tracker

1) **Overview**
Performance Tracker is one of three applications that make up a suite of tools which NH schools can use to analyze their curriculum, track the progress of individual or groups of students and gauge their success in mastering standards. The other tools are Assessment Builder – a component of Performance Tracker that allows you to create and add your own assessments, and TechPaths – a curriculum mapping program. Performance Tracker has been available to all schools in NH for about two years now and many schools are at different levels of implementation. At this time, Performance Tracker is loaded with NECAP results dating back to 05-06 (the first year of the NECAP), NWEA, DIBELS, Stanford Reading First, AIMSWeb and Access for ELL assessments. As mentioned before, you can also create or upload additional assessments through Assessment Builder.
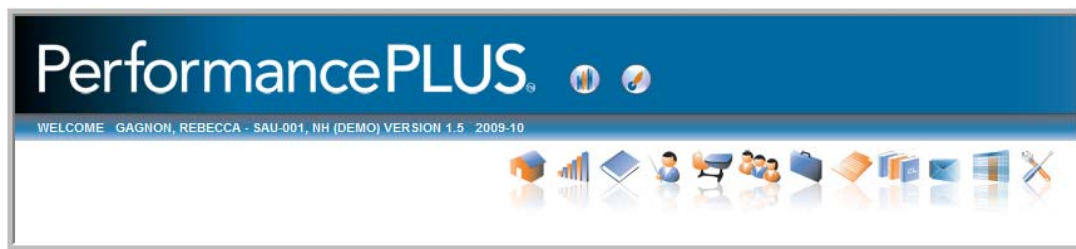
2) Home Page for Performance Tracker

a) **Home Icon** – this will bring you back to the opening screen.

b) **Reporting Icon** – this is where you can develop all kinds of different reports, based off of a number of loaded assessments, that will help you find strengths and weaknesses in your curriculum, compare the success of different groups of students, or provide a guide for Differentiated Instruction (among other things). We will look more in-depth at reports at a later training.

c) **Standards Icon**
   i) Performance Tracker is preloaded with three sets of standards – Access for ELL (English Language Learners), CTE Competiencies (used by the high school career and tech ed centers) and the NECAP and Local Frameworks (the GLEs and GSEs that we are all familiar with from the big binders).
   ii) Click on the down arrow next to the box labeled **Standards** and select the option **NECAP and Local Frameworks**. Be sure to hit the **OK** button to set the standards.
   iii) Select **Reading** by clicking on the blue underlined words Click to View.
   iv) Select a grade level by clicking on the blue underlined word View. Remember that some standards are GSEs (Grade Span Equivalencies. If you see a zero in the **Number of Standards** column it's because the standards are addressed across two grade levels.
   v) When you click to view the standards, you will see the large standard indicators. If you click on the blue underlined words View All Standard Stems and Detail link, you

will fully expand the standards. What is important to note here is that in the Reading, Writing and Math standards you will see some standards with an (S) and some with an (L). those with an (S) are state teasted standards and they will be tested on a NECAP. They are the same as the bold boxes around certain standards in the GLE and GSE binders. The (L) are for locally suggested standards. They will not be tested on a NECAP.

vi) This is a good time to point out the purple bar at the top of the page. It's called the Breadcrumb Trail (think Hansel and Gretel). It's a good idea to use this bar to move back through the pages instead of the back button in your browser. The back button won't cause any major damage, but sometimes it will cause a report to kick back with an error message or a "Page cannot be displayed" message.

vii) The other way to navigate between sections is to use the black toolbar above. This can help you switch between the different sections (i.e. Home, Students, reports, assessments, etc.).

d) **Teacher Icon** - When you click on the teacher icon you are brought to a screen that allows you to search for a teacher within your district/school. After filling in your criteria and clicking the "Show Teachers" button, you will see a list of teachers that meets your criteria including their first and last names, their teacher code, a listing of how many classes are loaded for them in the current school year as well as a column listing the total number of classes they are tied to in al years. The final column (View Classes) has a blue, underlined link called View Detail. When you click on this link you will see the list of classes tied to that specific teacher for the current school year.Clicking on the blue underlined class name wil provide you with a list of the students in the class.

e) **Classes Icon**

i) Each district has the opportunity to add into Performance Tracker a list of all their teachers and the individual classes that each teacher is responsible for. The benefit of this is that as students come and go throughout the school year, the class lists can be updated and teachers will be able to make decisions about curriculum and instruction based on the current needs of the students in their classes.

ii) When you click on this link, you will see a list of your classes. They are blue and underlined. This means you can click on the name of a class and then you will see a listing of the students in that class.

f) **Students Icon**

i) We saved this for last since this is where we are going to spend the majority of our time for this training.

ii) Clicking on the Student link will bring up a search page for students. There are lots of ways to conduct your search, but when first starting out, "Less is Best."

iii) If you are looking for a specific student, you can type in his/her first name, his/her last name or both. If you do not know how to spell the name, you can type in the first letter and s "*" to search for all students whose name starts with that letter (i.e. to find Gagnon I could type a G* in the last name field and then all last names that start with a G will appear.)

iv) If you want to search for students in a particular grade level, a specific school or within a specific focus group you can do that by adding that criteria.

v) If you set the last filter to Active, the search will return results that show students currently enrolled in your school. If you set the filter to Inactive your search will

return results that include students not currently enrolled in your school but who may have attended in the past. To see students who attend your school as part of a program (i.e. Career and Tech Ed students from a sending town) set the filter to All.

vi) Setting the **Show Private Groups** to Yes will allow you to also see groups that you have created and you can filter your search by one of those groups.

g) Action Plan Icon

i) The Planning tool is great to use if you are part of a team that has a goal they would like to track over time. It has areas to fill in goals, timeline, person's responsible and materials.

ii) This is **NOT** a good area to track students related goals because it is **NOT** a secure area of the website. Anyone can access this link and view the information.

h) Assessment Icon

i) At the top of this page is a search option that will allow you to search for any particular assessment at any given grade level.

ii) If you would like to se all assessments loaded for a particular school year, select your school year and click the **Show Assessments** button.

iii) Assessments are blue and underlined so that you can left click once on them and drill down to get more details. When you do, you will see the assessment broken into sections and the corresponding scoring rubric for each section.

i) Content Library Icon

i) The content Library is a component of Assessment Builder. It is a collection of assessment questions that come from released NECAP items as well as test items provided by other states across the country. All of these questions are aligned to our GLEs and GSEs.

ii) The idea is that you determine the standards that you would like to address by checking them off in a list. You then click on a search button and the Content Library will provide assessment items that meet your criteria. You can look over the questions and select the ones you would like to add to an assessment you create.

iii) You also have the ability to add local assessment items to a section of the Content Library that can only be accessed by your district (a private library). This way, if you would like to incorporate released NECAP items and items that you develop on your own into the same assessment, you can.

j) **Messages Icon -** Performance Tracker users can send messages to each other. If someone sends you a message, you can retrieve it from this icon. As well, when you click on this icon you can send a message to other Performance Trackers users who are currently logged in to the system.

k) **Data View Icon -** For users who are tied to more than one district (SAU level access) this icon will let you switch between districts. There are some reports that will run only if you are viewing data on a district level.

l) **Admin Icon -** If you have access to this area, you are able to run various reports including a log of who has logged in to the system from your district. As well, you can delete or modify Focus Groups and tie interventions to specific buildings.